

**Nassau County
Fire Marshal's Office**

**Contractors Guide
to
Plan Submission
&
Fee Collection**

Inspection Divisions

General Division Memo

In Home (residence) Offices (*revised*)

When a call or letter is received requesting a fire inspection by the NC Fire Marshal's Office for an in home (residential) office; such as **tutoring service, speech pathology, SAT preparation, law office, doctors office or any accessory office / business use**. Advise the person requesting the inspection of the following:

1. The Nassau County Fire Marshal's Office does not have inspection authority in **single family** and **two family residences**; advise the caller to contact their **local building department** for a scheduled fire safety inspection.
2. The Nassau County Fire Marshal's Office can perform a fire safety inspection of a home (residential) office; such as a law office, medical office, accounting office, etc.; ***only if the local building department classifies the location as a business occupancy***. If this location is classified residential with an accessory office / business space, the Nassau County Fire Marshal's Office has **no** inspection authority at this location.

Posted 1/8/2008: M. Uttaro – Supervisor

New

Grease Hood & Duct System Plan Submittal

- **3 sets of Grease Hood & Duct System Plans**
- **3 sets of Equipment Cut Sheets**
- **Completed Hood & Duct System Permit Application**
- **Required Fees of \$1,070.00**

New
Accelerated Plan Review
Grease Hood & Duct System
Plan Submittal

- **3 sets of Grease Hood & Duct System Plans**
- **3 sets of Equipment Cut Sheets**
- **Completed Hood & Duct System Permit Application**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$1,710.00**

Revised
Previously Rejected Plans
Grease Hood & Duct System
Plan Submittal

- **3 sets of Grease Hood & Duct System Plans**
- **3 sets of Equipment Cut Sheets**
- **Required Fees of NONE**

Revised
Previously Rejected Plans
Accelerated Plan Review
Grease Hood & Duct System
Plan Submittal

- **3 sets of Grease Hood & Duct System Plans**
- **3 sets of Equipment Cut Sheets**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$340.00**

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Grease Hood & Duct System Plan Submittal

- **3 sets of Revised Grease Hood & Duct Plans**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Required Fees of \$215.00**

Revised 2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Accelerated Plan Review Grease Hood & Duct System Plan Submittal

- **3 sets of Revised Grease Hood & Duct System Plans**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Complete Accelerated Plan Review application**
- **Required Fees of \$555.00**

Revised
Previously Approved
Grease Hood & Duct System
Plan Submittal

- **3 sets of Grease Hood & Duct System Plans**
- **3 sets of Equipment Cut Sheets**
- **Required Fees of \$450.00**

Revised
Previously Approved
Accelerated Plan Review
Grease Hood & Duct System
Plan Submittal

- **3 sets of Grease Hood & Duct System Plans**
- **3 sets of Equipment Cut Sheets**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$1090.00**

Test Inspection Failure
Accelerated Test Inspection
Grease Hood & Duct System

- **Required re-inspection fee of \$450.00**
- **Complete Accelerated Test Inspection application with required fee of \$640.00**
- **Total Required Fees of \$1090.00**

New

Automatic Fire Extinguishing System Plan Submittal

- **3 sets of Automatic Fire Extinguishing System Plans**
- **3 sets of Equipment Cut Sheets**
- **Completed Automatic Fire Extinguishing System Permit Application**
- **Required Fees of \$1,070.00**

New
Accelerated Plan Review
**Automatic Fire Extinguishing
System Plan Submittal**

- **3 sets of Automatic Fire Extinguishing System Plans**
- **3 sets of Equipment Cut Sheets**
- **Completed Automatic Fire Extinguishing System Permit Application**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$1,710.00**

Revised
Previously Rejected Plans
Automatic Fire Extinguishing
System Plan Submittal

- **3 sets of Automatic Fire Extinguishing System Plans**
- **3 sets of Equipment Cut Sheets**
- **Required Fees of NONE**

Revised
Previously Rejected Plans
Accelerated Plan Review
Automatic Fire Extinguishing
System Plan Submittal

- **3 sets of Automatic Fire Extinguishing System Plans**
- **3 sets of Equipment Cut Sheets**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$340.00**

Revised

2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Automatic Extinguishing System Plan Submittal

- **3 sets of Revised Automatic Extinguishing System Plans**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Required Fees of \$215.00**

Revised

2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Accelerated Plan Review

Automatic Extinguishing System Plan Submittal

- **3 sets of Revised Automatic Extinguishing System Plans**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Complete Accelerated Plan Review application**
- **Required Fees of \$555.00**

Revised
Previously Approved Plans
Automatic Fire Extinguishing
System Plan Submittal

- **3 sets of Automatic Fire Extinguishing System Plans**
- **3 sets of Equipment Cut Sheets**
- **Required Fees of \$450.00**

Revised
Previously Approved Plans
Accelerated Plan Review
Automatic Fire Extinguishing
System Plan Submittal

- **3 sets of Automatic Fire Extinguishing System Plans**
- **3 sets of Equipment Cut Sheets**
- **Completed Accelerated Plan Review application**
- **Required Fees of \$1090.00**

Test Inspection Failure
Accelerated Test Inspection
**Automatic Fire Extinguishing
System**

- **Required re-inspection fee of \$450.00**
- **Complete Accelerated Test Inspection application with required fee of \$640.00**
- **Total Required Fees of \$1090.00**

New

Fire Alarm & Smoke Detection Plan Submittal

- **3 sets of Fire Alarm Plans**
- **1 set of Fire Alarm Battery Calculations**
- **2 sets of Equipment Cut Sheets**
- **Completed Fire Alarm Plan Approval Application**
- **Completed Fire Alarm Permit Application**
- **Required Fees of \$990.00**

New

**Fire Alarm & Smoke Detection
Plan Submittal w/ Rough Out**

- **3 sets of Fire Alarm Plans**
- **1 set of Fire Alarm Battery Calculations**
- **2 sets of Equipment Cut Sheets**
- **Completed Fire Alarm Plan Approval Application**
- **Completed Fire Alarm Permit Application**
- **Completed Fire Alarm Rough Out Permit Application**
- **Required Fees of \$1,160.00**

New
Accelerated Plan Review
Fire Alarm & Smoke Detection
Plan Submittal

- **3 sets of Fire Alarm Plans**
- **1 set of Fire Alarm Battery Calculations**
- **2 sets of Equipment Cut Sheets**
- **Completed Fire Alarm Plan Approval Application**
- **Completed Fire Alarm Permit Application**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$1,630.00**

New
Accelerated Plan Review
Fire Alarm & Smoke Detection
Plan Submittal w/ Rough Out

- **3 sets of Fire Alarm Plans**
- **1 set of Fire Alarm Battery Calculations**
- **2 sets of Equipment Cut Sheets**
- **Completed Fire Alarm Plan Approval Application**
- **Completed Fire Alarm Permit Application**
- **Completed Fire Alarm Rough Out Permit Application**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$1,800.00**

Revised
Previously Rejected Plans
Fire Alarm & Smoke Detection
Plan Submittal

- **3 sets of Revised Fire Alarm Plans**
- **1 set of Revised Fire Alarm Battery Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Required Fees of NONE**

Revised
Previously Rejected Plans
Accelerated Plan Review
Fire Alarm & Smoke Detection
Plan Submittal

- **3 sets of Revised Fire Alarm Plans**
- **1 set of Revised Fire Alarm Battery Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$340.00**

**Revised
2x Rejected Plans**
(plans that have been rejected twice
for identical reasons; Fire Marshal
reviewing plans will note this
deficiency in the location log entry)

Fire Alarm & Smoke Detection Plan Submittal

- **3 sets of Revised Fire Alarm Plans**
- **1 set of Revised Fire Alarm Battery Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Required Fees of \$215.00**

Revised

2x Rejected Plans

(plans that have been rejected twice for identical reasons; Fire Marshal reviewing plans will note this deficiency in the location log entry)

Accelerated Plan Review

Fire Alarm & Smoke Detection System Plan Submittal

- **3 sets of Revised Fire Alarm & Smoke Detection System Plans**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Complete Accelerated Plan Review application**
- **Required Fees of \$555.00**

Revised
Previously Approved Plans
Fire Alarm & Smoke Detection
Plan Submittal

- **3 sets of Revised Fire Alarm Plans**
- **1 set of Revised Fire Alarm Battery Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Required Fees of \$450.00**

Revised
Previously Approved Plans
Accelerated Plan Review
Fire Alarm & Smoke Detection
Plan Submittal

- **3 sets of Revised Fire Alarm Plans**
- **1 set of Revised Fire Alarm Battery Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$1090.00**

Test Inspection Failure
Accelerated Test Inspection
Fire Alarm & Smoke Detection
System

- **Required re-inspection fee of \$450.00**
- **Complete Accelerated Test Inspection application with required fee of \$640.00**
- **Total Required Fees of \$1090.00**

New

Fire Sprinkler Plan Submittal

- **3 sets of Fire Sprinkler Plans**
- **2 set of Fire Sprinkler Hydraulic Calculations (if necessary)**
- **2 sets of Equipment Cut Sheets**
- **Completed Fire Sprinkler System Permit Application**
- **Required Fees of \$1,070.00**

New

**Fire Sprinkler System Plan
Submittal w/ Rough Out**

- **3 sets of Fire Sprinkler Plans**
- **2 set of Fire Sprinkler Hydraulic Calculations (if necessary)**
- **2 sets of Equipment Cut Sheets**
- **Completed Fire Sprinkler System Permit Application**
- **Completed Fire Sprinkler Rough Out Permit Application**
- **Required Fees of \$1,240.00**

New
Accelerated Plan Review
Fire Sprinkler System Plan
Submittal

- **3 sets of Fire Sprinkler Plans**
- **2 sets of Fire Sprinkler Hydraulic Calculations (if necessary)**
- **2 sets of Equipment Cut Sheets**
- **Completed Fire Sprinkler System Permit Application**
- **Completed Accelerated Plan Review application**
- **Required Fees of \$1,710.00**

New
Accelerated Plan Review
Fire Sprinkler System Plan
Submittal w/ Rough Out

- **3 sets of Fire Sprinkler Plans**
- **2 set of Fire Sprinkler Hydraulic Calculations (if necessary)**
- **2 sets of Equipment Cut Sheets**
- **Completed Fire Sprinkler System Permit Application**
- **Completed Fire Sprinkler Rough Out Permit Application**
- **Completed Accelerated Plan Review application**
- **Required Fees of \$1,880.00**

Revised Previously Rejected Plans Fire Sprinkler Plan Submittal

- **3 sets of Revised Fire Sprinkler Plans**
- **2 set of Revised Hydraulic Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Required Fees of NONE**

Revised
Previously Rejected Plans
Accelerated Plan Review
Fire Sprinkler Plan Submittal

- **3 sets of Revised Fire Sprinkler Plans**
- **2 set of Revised Hydraulic Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$340.00**

**Revised
2x Rejected Plans**
(plans that have been rejected twice
for identical reasons; Fire Marshal
reviewing plans will note this
deficiency in the location log entry)

Fire Sprinkler Plan Submittal

- **3 sets of Revised Fire Sprinkler Plans**
- **2 set of Revised Hydraulic Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Required Fees of \$215.00**

**Revised
2x Rejected Plans**
(plans that have been rejected twice
for identical reasons; Fire Marshal
reviewing plans will note this
deficiency in the location log entry)

Accelerated Plan Review
**Fire Sprinkler System Plan
Submittal**

- **3 sets of Revised Fire Sprinkler System Plans**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Complete Accelerated Plan Review application**
- **Required Fees of \$555.00**

Revised Previously Approved Plans Fire Sprinkler Plan Submittal

- **3 sets of Revised Fire Sprinkler Plans**
- **2 set of Revised Hydraulic Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Required Fees of \$450.00**

Revised
Previously Approved Plans
Accelerated Plan Review
Fire Sprinkler Plan Submittal

- **3 sets of Revised Fire Sprinkler Plans**
- **2 sets of Revised Hydraulic Calculations (if necessary)**
- **2 sets of Revised Equipment Cut Sheets (if necessary)**
- **Completed Accelerated Plan Review Application**
- **Required Fees of \$1,090.00**

Test Inspection Failure
Accelerated Test Inspection
Fire Sprinkler System

- **Required re-inspection fee of \$450.00**
- **Complete Accelerated Test Inspection application with required fee of \$640.00**
- **Total Required Fees of \$1,090.00**

Fire Sprinkler System Relocation Permit

- **Complete Existing Fire Sprinkler Head Relocation Permit application with required fee of \$450.00**

****There is no Accelerated application for this filing.**

Test Inspection
Fire Sprinkler System
Relocation Test
Accelerated Test Inspection

- **Complete Accelerated Test Inspection application with required fee of \$640.00**

**** There is no regular fee or re-inspection fee for a Sprinkler Head Relocation Test Inspection.**

Test Inspection Failure
Fire Sprinkler System
Relocation Test
Accelerated Test Inspection

- **Complete Accelerated Test Inspection application with required fee of \$640.00**

**** This fee applies when a previous Accelerated Test Inspection for a Sprinkler Head Relocation Test Inspection Fails.**

Accelerated Test Inspection

Additional Fire Marshal's Required

- **Complete Accelerated Test Inspection application with required fee of \$640.00 + \$340.00 for each additional Fire Marshal required for the test inspection.**

(i.e. An Accelerated Test Inspection with 3 Fire Marshal's would be \$640.00 + (2 x \$340.00) = \$1320.00)

New

Site Plan Submittal

- **3 sets of Site Plans**
- **Completed Site Plan Permit Application**
- **Required Fees of \$450.00**

Fee Exemptions

Plan Submittals for Public / Government Buildings

- **Regular plan submissions and revised submissions are **fee exempt**; included in this exemption are test inspection fees, permit fees, plan review fees and rough out permits.**
- **Accelerated Plan Review / Accelerated Test Inspection / are not fee exempt.**

Assigned Division Location & Task Assignments

General Division

Public Assembly Occupancies including:

- Amusement arcades
- Arenas (**without school**)
- Banquet halls
- Bars / Taverns
- Bowling allies
- Churches (**without school**)
- Community centers (**without school**)
- Country Clubs (public & private)
- Dance halls
- Exhibition halls (**without school**)
- Funeral homes
- Government buildings (*City, Town & Village*)
- Gymnasiums (**without school**)
- Restaurants
- Movie theaters
- Pool & Billiard halls
- Skating rinks
- Stadiums (**without school**)
- Swimming pools (**without school**)
- Tennis courts (**without school**)

Business Occupancies including:

- Banks
- Barber shops / Beauty shops
- Firehouses
- Outpatient Medical Facilities
- Police Stations
- Post Offices
- Professional Offices
- Television / Radio Stations

Mercantile Occupancies including:

- Beverage stores
- Department / Big Box type stores
- Markets
- Retail stores
- Shopping Malls

Multiple Residence Occupancies including:

- Apartment buildings
- Condominium Developments
- Garden Apartments
- Houses w/ LEGAL 3 Families or more NOTE:
The Nassau County Fire Marshal's Office has
no enforcement jurisdiction in 1 and 2 Family
Residences or ILLEGAL multiple residences.

Certificates of Fitness including:

- Portable Fire Extinguisher individual certificate

Fire Protection Licenses including:

- Automatic Fire Extinguishing System Installation company license to install / service
- Fire Sprinkler System Installation company license to install / service
- Grease Hood & Duct System Installation company license to install / service
- Portable Fire Extinguisher company license for sales / service

NOTE: The Nassau County Fire Marshal's Office does not license Grease Hood and Duct System cleaning contractors, contact Nassau County Department of Consumer Affairs regarding contractor licensing.

Industrial Division

Business Occupancies including:

- Airports / Heliports
- Aircraft Repairs
- Bakeries (commercial production)
- Boat yards / showrooms
- Car Washes
- Dry Cleaning stores
- Gasoline service stations
- Laboratories; testing / research
- LPG / Propane (liquefied petroleum gas) sales / storage / dispensing / exchange sites
- Lumber Yards
- Marinas / Boat yards
- Motor Vehicle Showrooms
- Motor Vehicle Repair Facilities
- Pool chemical supply stores(oxidizer locations)
- Print shops
- Telephone Exchanges (i.e. Verizon)

Factory Occupancies including:

- Beverage production / manufacturing
- Brick / Masonry production / manufacturing
- Electric light plants / power houses
- Engine rebuilding plants / manufacturing
- Food processing / manufacturing

- Foundries
- Furniture manufacturing
- Ice manufacturing / production
- Laundries (commercial)
- Manufacturing (miscellaneous) facilities
- Metal production
- Millwork facilities
- Motion picture / television filming
- Printing / Publishing manufacturing facilities
- Recycling plants / processing
- Refuse incineration (garbage plants)
- Trailer parks
- Upholstering manufacturing facilities
- Woodworking facilities

Hazardous Occupancies including:

- Combustible material bulk storage / manufacturing / processing
- Explosive material bulk storage / manufacturing / processing
- Flammable material bulk storage / manufacturing / processing
- Hazardous material bulk storage / manufacturing / processing
- Oxidizer bulk storage / manufacturing / processing
- Toxic material storage / manufacturing / processing

Storage Occupancies including:

- Building products warehouse
- Clothing warehouse
- Food product warehouse
- Merchandise (miscellaneous) warehouse
- Miscellaneous bulk storage facilities
- Motor vehicle scrap / junk yards
- Motor vehicle storage
- Self storage facilities

Certificates of Fitness including:

- Cutting & Welding individual certificate
- Flammable / Combustible Liquid Dispensing Handling individual certificate
- Flammable / Combustible Liquid Storage Tank Testing individual certificate
- Flammable / Combustible Liquid Transportation individual certificate
- Flammable Gas Bulk Transport individual certificate
- Flammable Gas Cylinders Handling individual certificate
- Flammable / Compressed Gas Transport / Handling individual certificate
- Gaseous Oxidizer Handling individual certificate

- Solid / Liquid Oxidizer Handling individual certificate

Fire Protection Licenses for:

- Automatic Fire Suppression License (Article III)
- Flammable / Combustible Liquid Storage Tank Installer's License
- Flammable / Combustible Liquid Storage Tank Remover's License
- LPG / Propane location / company license for sales / exchange of cylinders

Institutional / Education & Special Facilities Division

Business Occupancies:

- Specialty Schools for dancing, cooking, art, ceramics, martial arts, health care, tutorial services, etc.
(NYS Licensed or Non NYS Licensed)

Education Occupancies:

- Public and Private educational facilities
- Public and Private colleges and technical trade educational facilities

Institutional Occupancies:

- Adult residences including those for persons with physical disabilities or mental disabilities.
- Alcohol and drug treatment centers
- Assisted living facilities
- Child care facilities (including in private homes & religious facilities)
- Congregate care facilities
- Convalescent facilities
- Day care facilities (including in private homes & religious facilities)
- Detention centers
- Detoxification facilities

- Half way houses
- Healthcare facilities
- Hospitals
- Group homes
- Nursing homes
- Mental hospitals
- Penal (jail / prison) facilities
- Social rehabilitation facilities

Miscellaneous Occupancies:

- Nassau County and New York State owned and operated buildings

Hazardous Materials Division

- Hazardous Materials Response Team
- Spill Response
- Tent Inspections